

REFERENCE 8-F

ADJUSTMENT PROCESS GUIDELINES

1.0 PREAPPLICATION ADJUSTMENT PROCESS

This process is used when the applicant needs an adjustment decision to determine if a project is feasible or the results are needed to determine if a project is viable before funding a full application. Preapplication adjustment requests will be accepted when 1) an issue is raised or a potential constraint is identified at a preapplication conference with DDES, and 2) sufficient engineering information to evaluate the request is provided. A higher preapplication adjustment fee will apply to these requests, and any unused adjustment fee will be credited towards the permit application fee.

Steps in the processing of a preapplication adjustment shall include:

- A DDES preapplication conference is scheduled at which the applicant provides justification that a decision on the adjustment will effect viability of the project. An example could include a need to divert flows due to a downstream problem.
- King County may request additional information and site visits due to the limited data and lack of prior project review.
- A preapplication deposit is required and fee for review will be an hourly rate billing applied against the deposit. Any unused fees could be returned to the applicant. Any fees in excess of the deposit must be paid prior to the issuance of a decision.
- For approved preapplication adjustment, the applicant can apply that approval to the applied for permit proposal provided conditions of the approval are met, the proposal has not substantially changed and the applicable regulations have not changed. This will be determined by DDES.

The criteria for granting a preapplication adjustment are the same as for a Standard or Complex adjustment. However, preapplication adjustments will be tied by condition to the project proposal presented at the preapplication meeting. The appeal process is also the same as for a Standard adjustment or a Complex adjustment. This approval will expire 1 year after the approval date, unless a complete permit application is submitted and accepted.

2.0 EXPERIMENTAL DESIGN ADJUSTMENT PROCESS

This process is used for proposing new designs or methods different from those in the manual, that are not site specific, and where data sufficient to establish functional equivalence does not exist. Experimental design proposals will be submitted to DDES for processing review and recommendations and forwarded to DNR for review. These adjustments will incur a special review fee as adopted in the King County DDES fee ordinance. Experimental adjustments should be submitted prior to development permit application since they may take longer than a typical adjustment to review.

Upon approval of the adjustment by the DNR Division Manager, the application can use the design or method in a development proposal without applying for a site-specific adjustment. This type of adjustment is provided to encourage innovation on the part of the development community. It also can expedite the review and development of alternative designs for incorporation in future Manual updates.

Steps in the application for an Experimental Design Adjustment will include:

- The application for adjustment is preferably submitted prior to engineering plan review due to the extended review period that may occur. However, it may occur at any permit stage prior to final plan approval. If the review time is to exceed the time outlined in Section 1.4, staff will provide an estimate of the additional time necessary to complete the review within 10 working days of submittal of the adjustment.
- Review will follow the Standard or Complex adjustment procedure. DDES may forward to DNR without a recommendation.
- DDES will process and bill the applicant.
- Justification supporting comparable performance of the proposed system to a standard design is required. Where uncertainty or lack of supportive literature or performance testing exists, monitoring may be applicable with joint participation and funding between King County and the applicant.

Only a limited number of experimental adjustments for a particular facility or method will be granted. If the design proves successful, DNR and DDES may establish a blanket adjustment for the design until such time as it can be incorporated in the Design Manual by formal update. The appeal process is also the same as for a Standard adjustment or a Complex adjustment.

3.0 FEE REDUCTION

This process is used for adjustments that are determined to meet either of the conditions A or B identified below. The DDES Director or designee shall be responsible for making the determination for a fee reduction.

- A. Minor adjustment requests that are defined as issues requiring no engineering review to determine appropriateness. These include:
- New or revised standard specifications for engineering and construction which are cited in the Manual (e.g., APWA standard specifications for public works construction, WSDOT standard specifications),
 - Minor design alternatives that meet the stated intent in the Manual,
 - Identified errors in the Manual.
- B. Blanket Adjustments (See Reference Section 10-A Blanket Adjustments, for approved Blanket Adjustments).